

To return to the Upload Report page, click on “Please click here to go back and edit teacher info.” To complete the upload and update the DRA Online database, click on the Submit Teachers button.

An upload summary report will display when the teacher records have been successfully uploaded into the database. Example of the summary report is as follows.

Teacher Upload	
Upload Results:	
Rows in original file:	3
Rows deleted:	0
Rows loaded:	3
Rows not loaded due to errors:	0
Duplicates within file:	0
Teachers already in DB:	0
Teachers missing first name:	0
Teachers missing last name:	0
Teachers missing email:	0
Teachers missing school name:	0

Student Mass Release

The Student Mass Release module provides administrators with the ability to upload a list of students to be released from their existing *DRA Online* classrooms.

What is the purpose of releasing students?

Each student within *DRA Online* is associated to the teacher that is responsible for assessing his or her reading abilities. At the end of the school year students must be released from their teacher in order for another teacher to be able to register and assess them the following school year. Students that are transferred between teachers during the school year must also be released before another teacher can register them.

The Student Mass Release provides an administrator with a means of releasing a list of students from their teachers. This utility was developed in response to the high mobility rate of students within large districts. It was designed to allow administrators to release a set of students who need to be transferred to another teacher or school, without having to release all students, or do one student at a time.

Preparing for a File Upload

Following is a checklist to help you prepare for uploading a file into the *DRA Online* database.

- *Is the Upload File a text file?* The upload file must be a delimited text file.
- *What is the delimiter used in the file?* Delimiters are used to separate the columns of a text file. You will be prompted to enter the delimiter during the upload process. The delimiters that are accepted by DRA Online are semi-colon, space, tab, comma or a user-defined delimiter.

- *Are the text columns qualified?* A text-qualified file has single or double quotes around all of the text fields. You will be prompted to enter this information during the upload.
- *Are there dates in the file?* DRA Online is very particular about the format of date fields. It is recommended that you use the following format: MM/DD/YYYY.
- *Does the first row contain the Column Headers?* The upload process depends on the first row of the uploaded file to map the incoming data to the proper location within the DRA Online database. Therefore, column headers must be provided in the file that is being used in the upload.
- *Does the file contain all of the required fields?* Several fields are required when uploading data into the DRA Online database. Following is a list of required fields for each type of student upload.
 - o "Student Mass Release" Upload:
 - ~~///~~ Student First Name (i.e.: John)
 - ~~///~~ Student Last Name (i.e.: Doe)
 - ~~///~~ Student Birthdate (i.e.: 5/18/1998)
 - ~~///~~ School Student ID (i.e.: 12345)

Verifying that all of the items in the check list are available or compliant will help to expedite the upload process.

Step 1: Student List

Select a file that you wish to upload into the system by clicking the browse button and selecting a file from your desktop or local network. The file may reside locally on your computer or on your network.

Student Mass Release

Please select a file that you wish to upload into the system. The file may reside locally on your computer or on your network.

Make sure that the file is delimited and that the first line contains field names.

Once you have selected the file, click on the Continue button to start the transfer process.

If you selected a large file, it could take several minutes for the upload process to complete and for the next page to come up. Please be patient.

Select Student List:

NOTE: It could take several minutes for the next page to display. Please be patient.

Click the Continue button to proceed to the next step. To cancel the upload and return to the Upload Options menu, click the Cancel button.

Step 2: Enter File Specifications

Specify the characteristics of the file being uploaded.

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File Conversion:

Select the character that is used to separate the data in your file:

☐ Semicolon
☐ Space
☐ Tab
☐ Comma
☐ Other

Text Qualifier:

How are dates stored:

- *Character separator*: The character that is used to separate each of the columns of data in the file.
- *Text Qualifier*: Applies if a single or double quote is used around columns contain text data.
- *Dates*: The specific format of a date.

Click the Continue button to proceed to the next step. To cancel the upload and return to the Upload Options menu, click the Cancel button.

Step 3: Match Headers

Match the first row (i.e. the column headers) of the file being uploaded with the fields recognized by *DRA Online*.

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The uploaded file contains fields shown below in the left column. The right column shows standard fields recognized by the DRA System. Please associate every field of the file with a DRA field by selecting an appropriate value from a drop-down box. Select 'Skip' if you do not want a field imported. Depending on the size of the file, it may take a few minutes for the upload process to complete.

The following fields are required for ALL uploads:
Student First Name, Student Last Name, Student Birthdate and District Student ID.

Student First Name	<input type="text" value="Student First Name"/>
Student Middle Name	<input type="text" value="Student Middle Name"/>
Student Last Name	<input type="text" value="Student Last Name"/>
School Student ID	<input type="text" value="District Student ID"/>
DOB	<input type="text" value="Student Birthdate"/>

The column headers of the upload file will be listed in a column on the left with a *DRA Online* recognized field appearing in a drop-down list box on the right. Associate each column header within the upload file with a DRA field by selecting an appropriate value from a drop-down box. Select 'Skip' if you do not want a field imported. If the column header matches a *DRA Online* field, the list box will display the appropriate name automatically.

NOTE: It could take several minutes for the next page to display. Please be patient.

Click the Continue button to proceed to the next step. To cancel the upload and return to the Upload Options menu, click the Cancel button.

Step 4: Review Upload Report

The upload report provides a statistical view of the data being uploaded into *DRA Online* BEFORE the data is written to the database. Following is an example of a Student Mass Release upload report.

Student Mass Release
The following report shows any errors that will prohibit Students from being released from their classes. To correct the errors go to the Student List report below and look at the error code. Only Students without errors will be released.

Rows in original file:	1	
Rows in current file:	1	
Rows with errors:	1	
Missing First Name:	0	
Missing Last Name:	0	
Missing Student Birthdate:	0	
Duplicates within file:	0	
Student not found in system:	1	
Student found but not in a class:	0	
Student has multiple matches in system:	0	

ERROR CODES:
A=MISSING FNAME
B=MISSING LNAME
C=MISSING BIRTHDATE
D=DUP IN FILE
E=STUDENT NOT FOUND
F=STUDENT NOT IN A CLASS
G=MULTIPLE MATCHES IN SYSTEM

Student list
Click [here](#) to see hints for resolving errors.

F Name	M Name	L Name	Birthdate	District Student ID	ERRORCODE	Incomplete Assessment Flag		
alpha	-	male	08/05/1998	123234345	E	-		edit delete

[Cancel the release](#)

Release only students without errors and without incomplete assessments.

The left side of the upload report provides statistics on the file being uploaded.

- *Rows in original file:* The total number of rows in the file that was transferred from the users workstation to the *DRA Online* server. This statistic can be used to ensure that the file was transferred intact.
- *Rows in current file:* The total number of rows that are available to be uploaded into the DRA Online database. If this number differs from rows in original file, then there is an issue with the file conversion that should be reported to a system administrator.

- *Rows with errors*: A count of students with errors by type of error.
 - *Missing <field name>*: the number of records that are missing a value for a required field. Records missing a required value will not be uploaded into the db.
 - *Duplicates within file*: the number of records that appear more than once within the file. Duplicates should be removed before completing the upload process.
 - *Student not found in system*: The student record does not appear to exist within the *DRA Online* database and therefore cannot be released.
 - *Student found but not in a class*: The student has been found within the *DRA Online* database, but is not associated to a class and therefore cannot be released.
 - *Student has multiple matches in system*: The student has been found in multiple locations within the system.

The list of students being uploaded into the system is displayed at the bottom of the page along with any error codes that have been assigned to the student record by the upload process. The descriptions of the error codes are posted on the right side of the upload report. The student list can be re-sorted by clicking on the column headers. Each student record contains two links for editing or removing the student record from the upload file.

To proceed with the mass release, click on the button labeled “Release only students without errors and without incomplete assessments.” To cancel the mass release, click on the button labeled, “Cancel this release.”

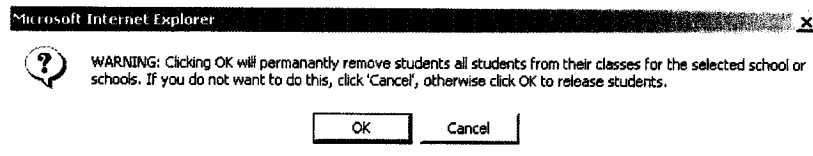
Release Students

The Release Students module provides administrators with the ability to release all students within a specific school, or throughout the district. This enables students to be registered with their new teachers and/or schools at the beginning of the next school year.

Following is the school selection form for releasing students.

Institution: Pearson Learning District
Administrator: Dr. Pearson Learning District
Select school(s):
Select School(s): <input type="text" value="- All Schools -"/>
<input type="button" value="Release Students"/>

Select the appropriate school from the drop down list box or select the “All Schools” option to release all of the students within a district. Click on the Release Students button to release the students. The following warning message will display.



Click cancel to return to the School Selection window without releasing the students. Click the OK button to release students.

Contract Management

The Contract Management utility provides administrators with the ability to renew their contract by filling out a one-page form. Following is an example the contract renewal form.

Institution: Pearson Learning District
Administrator: Dr. Pearson Learning District

Contract Management

Your current contract expires on 12/03/2005.

To renew, complete the following information and click Submit Renewal:

PO Number:	<input type="text"/>
Contract Length:	<input type="text" value="- Please Select -"/>
Contact Name:	<input type="text"/>
Billing Address:	<input type="text"/>
Billing City:	<input type="text"/>
Billing State:	<input type="text" value="- Please Select -"/>
Billing Country:	<input type="text" value="- Please Select -"/>
Billing Zip:	<input type="text"/>
Billing Email:	<input type="text"/>
Billing Phone:	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Submit Renewal"/>	

Complete the form and click the Submit Renewal button to renew a contract. Click the cancel button to return to the Administration menu without saving changes. The request for renewal will be sent to a Pearson Learning Group Customer Service representative for approval. Once approved, the contract end-date will change at the top of the contract management screen.

In an effort to remind district administrators that a contract expiration is approaching, *DRA Online* will perform the following actions automatically 30 days before a contract end date.